Universal Class

Learn Something New **Today!**

Over 500
Online Continuing Education Courses

Available subjects include:

- Computer Training
- Finance
- History
- Art

- Business
- Career Training
- Health/Nutrition
- Crafts and Hobbies

- Basic Writing and Mathematical Skills
- Pet and Animal Care
- How To/Do It Yourself

Program Features:

- 24/7 access through your library's website
- Feedback from certified instructors
- Courses in over 30 subject areas
- Self-paced classes
- Connect with other students
- Continuing Education Units on select courses

See reverse side for a sample course listing.

Universal Class
Continuing Education Unit Courses*

- Accounting & Bookkeeping 101 for Everyone
- Accounts Payable Management
- Accounts Receivable Management
- Administrative Assistant 101
- Anatomy and Physiology 101
- Autism 101
- Autism Spectrum Disorders for Teachers
- Bartending and Mixology 101
- Behavior Management 101
- Biology 101
- Business Management 101
- Business Math 101
- Business Writing Basics
- Caring for Seniors
- Child Abuse Recognition, Investigation, and Protection
- Cooking and Baking 101
- Customer Relationship Management 101
- Customer Service 101
- Dealing with Difficult People
- Digital Photography 101
- Diversity Training 101
- Early Childhood Development 101
- Effective Communication 101
- Emotional and Behavioral Disorders 101
- ESL Basic Grammar and Writing
- Etiquette 101
- Event Planning 101
- Excel 2013
- Genealogy 101
- How to Write a Grant Proposal
- ICD-9-CM Coding Workshop
- Interview Skills 101
- Introduction to Medical Billing
- Introduction to Medical Coding
- Introduction to QuickBooks 2013
- Kinesics 101—Learn to Read Body Language
- Knitting 101
- Landlord 101: Managing Rental Properties
- Leadership and Supervision 101
- Learning Disabilities: What You Need to Know
- Legal Secretary 101
- Legal Terminology 101
- Life Coaching 101
- Meditation 101: Learn How to Meditate

- Medical Terminology 101
- Medical Terminology 201
- Medical Transcription 101
- Microbiology 101
- Microsoft Project 2013
- Microsoft Publisher 2013
- Motivational and Public Speaking 101
- MS Office 2007: Word, Excel, PowerPoint and Outlook
- MS Word 2013
- Negotiation Skills
- Nursing Assistant Career Overview
- Nutrition 101
- Outlook 2010
- Payroll Management 101
- Photography 101: Beginner to Intermediate
- Professional Organizer Training
- Project Management 101
- Proofreading and Copyediting 101
- Psychology 101
- Public Relations 101
- Punctuation and Grammar 101
- Quicken 101
- Paranormal Investigation 101
- Resume Writing 101
- Sociology 101
- Special Events Planning 101
- Speed Reading 101
- Spelling 101
- Statistics 101
- Stress Management 101
- Team Management 101
- Telephone Skills and Quality Customer Service
- Time Management 101
- Virtual Assistant 101
- Vocabulary Building
- Waiter and Waitress Training 101
- Wedding Planning 101
- Wellness Coaching 101
- Writing Basics 101: Spelling, Grammar, Punctuation, Writing Structures
- Writing Effective Persuasion 101
- Writing Improvement 101
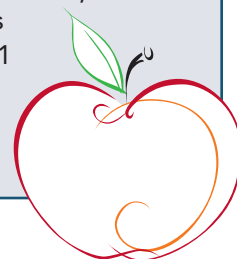
* This is a partial listing of the courses. Course availability subject to instructor availability and market conditions.

Available through your library's website!